

NOTES OF MEETING OF THE GOVERNING BODY

HELD ON TUESDAY 28th JUNE 2022

Via ZOOM

Declarations of Interest

Nil.

The Chair reminded Governing Body to state declaration of interest if any items of conflict are discussed during the meeting.

Meeting commenced at 10.07 a.m.

G.296.1 M295 Minutes of the Meeting of 31st May 2022

The minutes of the Governing Body of the 31st May 2022 were approved.

Proposed by: Brenda McGeeney

Seconded by: Clifford Kelly

G.296.2 Matters Arising

None.

G.296.3 Correspondence

None.

As the L&B Chair has a prior commitment at 11.00 a.m. Agenda Item 7 was discussed after Agenda Item 3.

G.296.7 Land and Buildings Committee

The L&B Chair asked the VPSCD to provide verbal updates.

The VPSCD provided updates on the following:-

Ice Dome

Ongoing conversations with third party interest.

Land encroachments

The Institute's solicitors are awaiting responses from the other party's solicitors on the Right of Way documentation. This item will be discussed in further detail at the next L&B meeting.

The second encroachment is on the other side of the inner relief road. Institute Solicitors are checking deeds and land registry.

Capital Updates

Stage 3 for the North facade to award tender approved by Governing Body and subcommittees was submitted to the HEA in February. The Institute received official response stating that the HEA and DFHERIS are currently not approving the awarding of tender until the Mazars financial review is completed at which point the HEA and DFHERIS will subsequently review our submission again. VP SCD read extract from the letter received from the HEA. As a result of this delay, the Institute cannot proceed on work on the North block roof and facade and the contractor was notified. This is now delayed to summer works 2023.

Apprenticeship

- The Institute did receive approval from the HEA/DFHERIS to proceed to tender for the refurbishment of two bays in the P J Carroll building.

Discussion followed and the following comments/views were highlighted by both Governing Body and the VP SCD:

- Extremely disappointing to hear about the delay with the North façade building considering the conditions of the North building which the Minister saw on his recent visit.
- Serious concerns on the impact to Institute staff, students, Institute reputation and the potential ability to get contractors going forward etc. This should be clearly stated to both the HEA and DFHERIS by a letter.
- The tendering process will have to be revisited to facilitate summer works next year (2023).
- HEA have advised that the Grant Aid is valid and in place.
- HEA are fully aware of the condition of the roof and façade.
- The Institute has followed all the procedures set out by the HEA.
- Concerns expressed that DFHERIS will not proceed after the Institute goes to tender for apprenticeship blocks.
- Serious concerns raised at the length of time Mazars are taking to complete their financial review and then will have to await outcome from same.

The VP FRD informed Governing Body that Mazars received the information immediately when requested. Both the Chair Governing Body and the FAR Chair confirmed that the VP FRD informed them that all the information was sent to Mazars on time. Unfortunately this is out of the control of the Institute and is dependent on HEA as they appointed Mazars.

RDC

- Tenders received back for RDC extension and has excessively exceeded budget. The Institute is liaising with Enterprise Ireland and looking at other options. There are two parts (programme work is going well and reaching targets) and the capital implications.

There will be further detailed discussions at L&B and FAR and then report back to Governing Body. The Chair Governing Body would like to attend the L&B and FAR meetings.

Minutes of L&B22 dated 26th April 2022

The Minutes of Land and Buildings Committee L&B 22 dated 26th April 2022 were noted.

G.296.4

EDI Presentation

Ms. Ciara O'Shea, Equality Diversity Officer (Athena SWAN Coordinator) joined the meeting at 10.59 a.m. The Chair Governing Body apologised for the delay as another Agenda Item took longer than anticipated.

The Equality Diversity Officer (ED Officer) outlined that she will give an overview since the Institute attained Athena Swan Bronze Award last year. Actions put in place have to be monitored/reviewed on an annual basis. She shared presentation on EDI covering the following area:

1. Overview of DkIT staff by gender

- The number of staff is 719, of which females comprised 54%. (IOT average 52%)
- Academic & Research Staff account for 59% of all staff.
- DkIT has had good gender balance at Academic & Research level over the past five years.
- There is slight male underrepresentation at PMSS level as is common across the sector (IOT average 40%)

2. DkIT students by gender

- There are 5,453 students enrolled, of whom 48% are female (sector average 47%).
- At undergrad level, 50% of DkIT students are female, slightly above the IOT average of 47%. Similarly, at postgrad level, with 59% female representation DkIT is above the IOT average (51%).
- Full time student account for 76% of all students, part-time students account for 19% and apprentices 5%.
- While there is good gender balance of full time students (49%F/51%M), there is higher female representation on part-time courses (57%).
- At apprentice level, just 0.4% of students were female.
- While the student gender breakdown across STEM Schools is relatively even (49% F / 51% M) - there is sizable variation across Academic Schools. In AHSSBL female representation is 54%.

School of Engineering

- Has 14% female representation, which is below the IOT average of 17%. However, the school is showing positive trends with female representation rising from 5% in 2016.

- Female representation in Built Environment has risen from 8% to 20% since 2017. (excluding apprentices).
- In Electrical & Mechanical female representation has increased from 7% in 2017 to 11%. (excluding apprentices).

School of Health & Science

- There is male underrepresentation in School of Health & Science, mainly due to the high female numbers in nursing as is common in the sector.
- There is good gender balance in both Life & Health Science and Agriculture, Food & Animal Health.
- Only 8% of Nursing, Midwifery & Early Years students are male in line with sectoral averages (10%).

School of Business and Humanities

Overall, there is good gender representation in all departments with a slight overrepresentation of females in Hospitality.

School of Informatics & Creative Arts

- Creative Arts, Media & Music generally has good gender balance.
- Computing Science & Maths has seen an increase in female representation from 14% in 2017 to 20% in 2021.
- Visual & Human Centred Computing has seen a decrease from 23% to 18% in the same period.

General

- Statistics show high female participation in part-time STEM courses (60%).
- AHSSBL has good gender balance across both full and part time courses.
- Computing and Engineering have much higher female representation on part-time courses than full time.
- Females represent 51% of postgraduate research students but as is evident above, there is sizeable variation across schools.

Entry Routes

- One third of students entering DkIT in 2021 came through access routes.
- 18% of new entrants come from FE – (IOT average 7.8%)
- 14% of new entrants are mature – (IOT average 5.1%)
- Direct entry (which includes International Students) account for 8% of 1st years
- International Students at DkIT represent 10% of the student population
- There are 47 countries represented in the international student population at DkIT. Malaysia has the highest representation with 102 students followed by China with 97.

- Five per cent of students in DkIT are registered with the Disability Service. 275 Students registered with Disability Service. This is just below the sectoral average of 6.34%.

3. DkIT staff departmental breakdown by gender

- Males are slightly underrepresented in Business & Humanities and Health & Science, while females are underrepresented in Engineering.
- Females dominate three of the four Schools in terms of PMSS staff, with Engineering being the exception.
- Females are underrepresented in all departments in Engineering with the Built Environment having best gender balance at 25%F/75%M.
- There is good gender balance in Creative Arts, Media & Music.
- Computing Science & Maths has excellent gender balance at 47%F/53%M.
- The Department of Visual & Human Centred Computing has underrepresentation of females at just 16%.
- The Department of Life & Health Science has excellent gender balance at 52%F/48%M.
- There is underrepresentation of males in both Nursing, Midwifery & Early Years (24%) and Agriculture, Food & Animal Health (30%).
- Gender balance is good in Hospitality, with slight underrepresentation of men in the other departments.

4. Academic staff by grade and gender

- There is overall good gender balance at lecturer grades at all levels apart from SL1.
- There have been no appointments at this level in recent years.
- Levels are broadly in line with the IOT sector.
- The career pipeline from undergraduate level to SL3 in DkIT is broadly balanced apart from SL1 level.
- In STEM areas females are over represented at HPAL level, this is mainly due to the high number of part-time courses in the School of Nursing, Midwifery & Early years.
- The career pipeline in STEM indicates that although undergrad and postgrad levels are balanced, males are more prevalent at academic level.
- In AHSSBL there is male underrepresentation at all levels.
- The career pipeline in AHSSBL is the opposite of STEM, with higher female representation at academic level.

PMSS Staff by grade and gender

- Females dominate all areas of Admin staff. There are 110 Admin staff of which, 100 are female.

- There are 15 library staff members, 10 of which are female. The small overall numbers contribute to the wide variation in percentage representation.
- Males dominate most of the technical positions. At Tech Assistant 2 level there are just 3 positions, with females occupying 2 of these positions.

5. Staff contracts by gender

- PMSS 62% of females are on permanent contracts, above the IOT average of 55%.
- The percentage of females on temporary contracts, is 62% (sectoral average 55%).
- At Academic level, with 43% of females on permanent contracts, DkIT is similar to the IOT average (44%).
- The amount of female academics on temporary contracts is 52%, above the IOT average (46%).
- DkIT has a high rate of female part-time lecturers at 68% (sectoral average 56%).

6. Recruitment and selection

Academic appointments

Appointed:	Female 38%	Male 62%
Shortlisted:	Female 34%	Male 66%
Applied:	Female 43%	Male 57%

Appointments Filled in 2021

School of Business & Humanities	4 Positions – all female
School of Engineering	7 Positions – 1 female, 6 male
School of Health & Science	8 Positions 4 female, 4 male
School of Informatics & Creative Arts	5 Positions – all male

STEM academic appointments 2021

Appointed:	Female 25%	Male 75%
Shortlisted:	Female 26%	Male 74%
Applied:	Female 37%	Male 63%

- Females are underrepresented at all areas of the recruitment and selection process in STEM appointments in 2021. There were 20 appointments advertised, of which 7 were in Engineering and 5 in Computing. Of the 8 positions in Health & Science, there was one in nursing, one in veterinary nursing and six in remaining science areas.
- Gender balance in STEM appointments improved between 2018 and 2020, however, declined in 2021 with 5 female appointments compared with 15 males.
- There were no academic appointments in Engineering in 2019. Four males were appointed in 2020. Six males and one female appointments were made in 2021

- Although the majority of applicants were female to the School of Health and Science in 2021, shortlisting and appointments were very gender balanced
- Informatics & Creative Arts in 2019, there were nine appointments in the School (4F/5M). In 2020 there was just one appointment – male
- All five appointments in 2021 were male
- All four appointments in the School of Business & Humanities in 2021 were female. Three of the four appointments were in the Social Care/Youth Work area. 44% of applicants and 18% of those shortlisted were male.
- All research appointments over the last five years have been consistently very well gender balanced.
- Appointments at PMSS level are varied depending on area with males being dominant in Estates and Technicians and females in Library and Admin.

Gender balance on all interview panels

- Minimum of 40% representation of either gender is balanced. 20% or less is not considered gender balanced.
- **Interview Panels 2021**
 - 56% of all interview panels had recommended gender balance (40%-60%)
 - 12% of panels had 30-39% gender balance
 - 16% had 25% gender balance
 - 13% (11 interview panels) did not have required gender balance
- **Interview panels with 20% or less gender balance**
 - School of Engineering – 4 Panels
 - School of Informatics & Creative Arts – 1 Panel
 - Research – 1 Panel
 - PMSS – Technicians – 4 Panels
 - PMSS – Admin – 1 Panel

7. Decision making committees by gender

- There has been no change at Head of School level in recent years resulting in consistent gender balance.
- Female representation at Head of Department level has improved in recent years.
- There is excellent gender balance at Head of Function level over the past four years.
- Overall, Leadership Team has had good gender balance over the past five years. DkIT are one of just five Institutes who have achieved gender balance on Executive Management in 2020-2021

Governing Body

- DkIT has good gender balance on Governing Body Female 47%; Male 53%
- Three out of four sub committees on Governing Body have good gender balance.
- All members of the Land & Building subcommittee are male which is problematic and does not meet HEA guidelines on decision making committees

8. EDI at DkIT

- The EDI Steering Committee was set up in 2019 to oversee the Athena SWAN Bronze application. Having attained the award, the EDI committee was reconstituted in 2021.
 - President
 - VP for Academic Affairs & Registrar
 - Head of Dept. of Computing Science & Maths
 - Head of Research & Graduate Studies
 - HR Manager
 - Athena SWAN Project Coordinator

EDI Committee formed in 2021

- VP Finance, Resources & Diversity
 - EDI Officer (Athena SWAN Coordinator)
 - Head of Dept. of Computing Science & Maths
 - School of Health & Science Lecturer
 - Sports & Societies Administrator
 - School of Business & Humanities Lecturer
 - School of Engineering Lecturer
 - Head of Dept. Visual & Human Centred Computing
 - Head of Marketing & Communications
 - HR Manager
 - School of Engineering Lecturer
 - VP Welfare & Equality, DkIT SU
- The EDI Committee has representatives from Academic & Research, Management/Heads of Dept, PMSS and Students.
 - The committee has representation from all four schools, PMSS areas and the student body.
 - Membership includes staff from some of the areas of the nine grounds of discrimination in Ireland.

Following the presentation there was a Q&A.

Gender imbalance on interview panels and GB subcommittees e.g. L&B were particular items highlighted.

The VP FRD thanked the ED Officer for the presentation and the huge amount of work involved and a lot of data gathered. The Institute are now becoming increasingly aware of areas that require additional focus. He said there is a need for more female Governing Body on interview panels and would appreciate if female Governing Body members could let him know if they would be interested in any particular areas.

Dr. Lawless commended the ED Officer for her presentation and recently presented to EDI committee to and wished to acknowledge the ED Officer, VP FRD and the EDI committee.

VP FRD mentioned a number of activities have been held in the Institute. He also informed Governing Body that promoting different events e.g. Autism, International Woman's Day, Pride etc are now on all staff emails.

Dr. Lawless referenced the imbalance on interview panels and the structure of Governing Body subcommittees. The VP FRD responded by informing Governing Body that the Chair had asked him to review the subcommittee and this item will be discussed in more detail at the next Governing Body meeting.

Dr. Lawless acknowledged the huge amount of work done by the ED Officer, VP FRD and the EDI committee.

Ms. Amanda Jane Gainford referenced that she has been asked numerous times to participate on interview panels but the notice is too short from the Institute.

The President notified the Governing Body following discussions with the Chair Governing Body that over the summer months, there are numerous interviews and he will circulate a proposed schedule to Governing Body to indicate dates that suit them and the Institute will endeavour to accommodate.

Ms. April Anna Barker concurred with Ms. Gainford re short notice for interviews, good idea to send schedule to Governing Body and she also mentioned that interviews on TEAMS / Zoom maybe an option as it frees up people from travelling.

The ED Officer mentioned that interview panels/subcommittees have been discussed with the VP FRD. In terms of short notice this was raised too in discussions.

President complimented the VP FRD re setting up EDI Committee.

Chair on behalf of the Governing Body thanked the EDI Officer for her comprehensive report and he will personally ensure additional commitment to advancing EDI matters.

The ED Officer and the VP FRD left the meeting at 11.39 a.m.

Chair Governing Body took Agenda Item 8 next.

G.296.8 Governing Body Strategy (TU) Project Governance and Oversight Committee

Dr. Ruaidhri Neavyn, HEA Advisor joined the meeting at 11.43 a.m. and provided a verbal update and shared a confidential presentation for those in attendance at this meeting. The confidential presentation incorporated comments from some LT members and recent GB and GBTU subcommittee meetings.

The President referenced the recent Special Leadership Team meeting. Meetings are in train and he spoke to the CEO THEA and invited him to attend the next Leadership Team meeting.

Discussion on approaching CEO HEA, Ministers; Senior Government Officials. Have a parallel/twin approach.

Dr. Neavyn suggested a joint meeting with the Leadership Team and the Governing Body Oversight committee.

Further detailed discussions took place but due to confidentiality and ongoing matters there were no minutes taken.

The Chair enquired if there was an update on DkIT DCU Graduation School. The President updated the Governing Body by advising the Agreement is being reviewed for one year and the exact details are to be finalised with DCU colleagues and the VP FRD and the VP AAR. Dr. Flanagan (VP AAR) informed the Governing Body that the VP FRD was joining her and DCU counterparts for a meeting on Monday, 4 July, 2022 in DCU to discuss existing arrangements, finance, recruiting students etc.

TUSG14 Minutes of Meeting dated 15th February 2022 (deferred)

TUSG15 Minutes of Meeting dated 24th March 2022

SPTUSG Minutes of Special Meeting dated 14th April 2022

TUSG16 Draft Minutes of Meeting dated 1st June 2022

The Minutes TUSG14, TUSG15; SPTUSG and draft Minutes TUSG16 were noted by Governing Body.

Proposed by: Bill Sweeney

Seconded by: Brenda McGeeney

Dr. Ruaidhri Neavyn left at 12.25.

G996.5 Personnel Report

Recent progression and appointments were noted by Governing Body.

G.296.6 Finance & Audit Risk Committee (FAR)

Minutes of Meeting M.F. 221 dated 26th April 2022

The minutes of the Finance, Audit & Risk Committee, M.F.221 dated 26th April 2022 were noted.

Draft Minutes of Meeting M.F. 222 dated 14th June 2022

The FAR Chair provided a verbal update i.e. briefing from Deloitte Ireland at this meeting and FAR commenced reviewing of the risk register. He mentioned that the following four items are for noting by Governing Body:

i. Fixed assets disposals M.F.222.8 Fixed Assets Disposals

The Fixed Assets write offs for May 2020 – April 2022 were noted by Governing Body following recommendation from FAR Committee.

Proposed by: Bill Sweeney
Seconded by: Paddy Malone

ii. Annual review of Consultancy & Conflict of Interest Policy M.F.222.9

The FAR Committee reviewed both policies and agreed going forward, the IP Committee should provide the review on the Conflict of Interest Policy. The Governing Body noted the FAR Committee approved the policies.

iii. Child Protection Policy M.F.222.10

The FAR Chair advised that the FAR committee have reviewed the Child Protection Policy and the President informed the Governing Body that this was led by Dr. Edel Healy, Head of School Health & Science and was reviewed by the Leadership Team and approved with no queries for the FAR committee to recommend to the Governing Body. The policy has been carefully reviewed by expert body.

The Governing Body noted the FAR committee approved the policy circulated prior to the meeting. Although the Chair, Governing Body wishes to review in more detail at the next Governing Body meeting.

**iv. Tenders M.F.222.11
HASS/HALT Environmental Testing Chamber**

The Governing Body noted recommendation from the FAR Committee for the above tender and approved.

Proposed by: Bill Sweeney
Seconded by: Paddy Malone

Provision of Academic Personal Assistants

The Governing Body noted recommendation from the FAR Committee for the above tender and approved.

Proposed by: Paddy Malone
Seconded by: Michael Mulvey

G.296.9 Academic Council Minutes

Academic Council Minutes Ref 180 dated 29th April 2022

The Academic Council Minutes Ref 180 dated 29th April 2022 were noted.

The VP AAR highlighted the following items:

- Policies update / approvals
- DCU-DKIT Graduate School Quality Review Update

- Academic Council Organisation Nomination to Governing Body (Replacing Technology Ireland)
- 300 Point Requirement for NFQ Level 8 programmes

Academic Council Minutes Ref 181 dated 27th May 2022

The Academic Council Minutes Ref 181 dated 27th May 2022 were noted.

The VP AAR highlighted the following items:

- Further discussion on 300 Point Requirement for NFQ Level 8 programmes at DkIT
- DkIT DCU Graduate School – welcoming news of extension
- Results of election for organisation position on Governing Body – Teagasc (Agriculture and Food Development Authority) was the successful nomination.
- Prizes for Graduation and approval of school prize and awards.

The Chair Governing Body enquired about the next steps re appointment to Governing Body. The President's PA told the Chair that the Secretary to Governing Body had written to LMETB in relation to Teagasc and Student representative's nominations and these would be discussed at the next LMETB board meeting in July.

G.296.10 Seal

The President read the details of the lease at the meeting and the Governing Body noted leasing document with the Institute seal.

G.296.11 AOB

50th Anniversary End of Year Event (40 years' service)

The President noted that a very successful 50th Anniversary and end of year event that also celebrated staff who have 40 years' service had been held in the campus restaurant on Friday 17th June 2022. This was the first large staff social event since the pandemic. It was very well attended. There was an address by the President followed by individual presentation and photos. The Chair and Ms. Amanda Jane Gainford attended. Each of the staff (40 years' service) received a Cuchulainn Statue. The President commented on a very successful event and positive feedback on this event. The Chair echoed comments. Ms. Gainford complimented the Institute too.

Bereavements

Recent bereavement were noted and a Minutes silence held.

The Chair Governing Body thanked everyone for their input at this meeting.

Meeting concluded at 12.57.

Patrick W. Malone
Chairman

Date: